

ADMINISTRATION OFFICER II-1 POSITION

ABOUT US:

Tanzania Commercial Bank is a Bank that provides competitive financial services to our customers and creates value for our stakeholders through innovative products with a vision "to be the leading bank in Tanzania in the provision of affordable, accessible and convenient financial services". As part of organizational development and management of its human capital in an effective way, Tanzania Commercial Bank commits itself towards attaining, retaining and developing the highly capable and qualified workforce for Tanzania Commercial Bank betterment and the Nation at large.

Position:	Administration Officer II
Department:	Operations
Section:	Administration
Salary Scale	COBSS 4 (at Officer level II)
Reports to:	Chief Manager Administration
Location:	Dar es Salaam

POSITION OBJECTIVE

The Administration Officer is responsible for supporting the efficient management of the efficient management of the organization's Administrative operations. The role involves lease administration, asset and utilities management, health and safety compliance, and the preparation of reports to support operational decisions, including cost optimization initiatives.

KEY RESPONSIBILITIES

1. Lease Management

- Maintaining up-to-date lease agreements and monitor critical dates (renewals, expiries, payments).
- Coordinate lease negotiations, renewals, and terminations with lands and internal stakeholders
- Ensure timely rent and services charge payments and compliance with lease teams.
- Conduct periodic property inspections and maintain proper lease documentation.

2. Assets Management

- Maintain an accurate and updated assets register.

- Coordinate the acquisition, movement, and disposal of assets in liaison with procurement.
- Monitor assets condition and coordinate maintenance or replacement as necessary.
- Participate in periodic assets verification exercise.

3. Utilities Management

- Oversee the management and payment of utility services (electricity, water etc.)
- Monitor utility consumption trends and identify areas for efficiency improvement.
- Resolve service issues with utility providers and ensure continuous service delivery.

4. Health, Safety, and Environment (HSE)

- Implement and ensure compliance with OSHA, fire safety and sanitation standards.
- Coordinate periodic fire drills, first aid readiness, and OSHA training program.
- Supervise cleanness and hygiene across offices and branches and manage services providers.
- Maintain incidents, inspections and remedial actions.

5. Reporting and Cost Optimization

- Prepare regular administrative reports including lease status, assets inventory, utilities usage, and maintenance schedule.
- Generate cost analysis and optimization reports to support budgeting and efficiency efforts.
- Track administrative KPIs and propose actionable improvements.
- Provide insights on cost-saving opportunities across administrative functions.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Holder of Bachelor's degree in Business Administration, Properties and Facilities Management, Land Management, and Valuation, Real Estate, Public Administration, Human Resource Management, Industrial Relations, Human Resource Planning, Political Science, Commerce or Business Administration majoring in Human Resource Management or equivalent qualifications from a recognized institution.
- Strong knowledge of lease administration, OSHA requirements, and cost analysis.
- Proficiency in Microsoft Excel and Office.
- Excellent reporting, analytical and organizational skills.

Key Competencies:

- Strong analytical and problem-solving abilities.
- High attention to detail and accuracy.
- Ability to manage multiple tasks and deadlines.
- Effective communication and interpersonal skills.

- Integrity, professionalism, and proactive attitude.

PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES

- Ability to demonstrate Tanzania Commercial Bank core values: - Customer Focus, trustworthy, Creativity, Teamwork and Excellence
- Ability to priorities work and to meet deadlines.
- Ability to work quickly, accurately and consistently when under pressure.
- A methodical and well-organized approach to work.
- Mature and able to work in a confidential environment.
- Has sound judgment, common sense and good humor

The position will attract competitive salary packages and benefits. Applicants are invited to submit their resume via the following link:- <https://www.tcbbank.co.tz/careers> **applications via other methods will not be considered. Applicants need to fill their personal information, academic certificates, work experiences, and application letter. Other credentials will be submitted during the interview for authentic check and administrative measures.**

Tanzania Commercial Bank has a strong commitment to environmental, health and safety management. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment and physical capability assessment.

Deadline of the Application is 17th August 2025.

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